



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: August 26, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 30, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, September 13, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM V

IT Procurement Unit Chief
Bureau of Business Services
Office of Finance and Administration
Springfield

Attachments
41127

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Tuesday, September 13, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager V

Salary Range: \$6,020 - \$10,210

Position Title: IT Procurement Unit Chief

Union Position: ☒ Yes ☐ No

Position Number: PW415-23-40-801-20-01

IPR#: 41127

Office/Central Bureau/District/Work Address:

Office of Finance & Administration/Bureau of Business Services/2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for supervising staff by directing and coordinating the activities of staff who analyze IT hardware/software requests, configure and procure the hardware/software. This position prepares and publishes Invitation for Bid (IFB) or Request for Proposal (RFP) documents, writes IT Charters for new initiatives and processing IT requests in CMS Remedy Procurement Business Case (PBC) System. This position plans and develops budget issue papers and prepares management reports.

Special Qualifications:

Desired:

- Knowledge, skill and development equivalent to completion of four years of college preferably with courses in business, economics and information technology
- Seven years' experience in business or public administration and procurement or equivalent combination of experience and training
- Ability to implement policy within areas of assigned programs
- Ability to develop and maintain effective working relationships among diverse groups of professional and technical personnel
- Ability to plan, develop, implement and evaluate assigned departmental programs in order to attain assigned objectives

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

***THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	May 31, 2016	POSITION:	IT Procurement Unit Chief
APPROVED BY:	<i>Aundra Williams</i>	OFFICE:	Finance & Administration/Bureau of Business Services
CODE:	PW415-23-40-801-20-01	REPORTS TO:	Procurement and Contracts Section Chief

Position Purpose

This position is accountable for supervising staff, directing and coordinating the activities of staff who analyze IT hardware/software requests, configure and procure the hardware/software. This position is responsible for preparing and publishing Invitation for Bid (IFB) or Request for Proposal (RFP) documents, writing IT Charters for new initiatives, and processing IT requests in CMS Remedy Procurement Business Case (PBC) System or any other procurement system required to be utilized. This position also plans and develops budget issue papers and prepares management reports.

Dimensions

Staff:	2
Number of Projects:	300 requests for hardware/software purchased yearly
Annual Value:	\$6,000,000

Nature and Scope

This position reports to the Section Manager of Procurement and Contracts. Reporting to this position are a Senior IT Procurement Analyst and one IT Procurement Analyst.

This position is responsible for directing and coordinating the procurement of IT hardware/software for the entire Department. This involves supervising staff responsible for analyzing IT requests and configuring the proper hardware/software to meet the requestor's needs.

This position is responsible for developing and publishing IFB/RFP's and following the process through the award recommendation. The incumbent is responsible for preparing IT Project Charters for new initiatives and submitting for approval. This position is responsible for processing all IT requests over \$5000 into the CMS Remedy PBS System for CMS/CPO approval. The incumbent is responsible for facilitating fiscal control, liaison with other offices and divisions, providing interpretation and direction, directing and implementing procedures and practices, and responding to audit inquiries.

The greatest challenge of this position is to ensure that IT requests are analyzed thoroughly and timely and that the proper hardware/software is purchased to meet the requestor's needs while adhering to stringent state procurement rules and regulations.

This position is responsible for ensuring that all hardware/software procurement are compatible with IDOT's existing environment, standards are met, and assure conformance with software licensing agreements. The incumbent is responsible for the preparation and tracking of all required procurement documents through the Department, CPS and CMS.

This position accomplishes responsibilities with the assistance of the following staff:

Senior IT Procurement Analyst who is primarily responsible for analyzing complex for information technology hardware/software, make recommendations to users, solicit bids from potential vendors, prepare purchase orders, research and evaluate new hardware/software, assist agency personnel in new technologies, assist in the departmental IT budget process, develop and maintain which conform to procurement guidelines.

IT Procurement Analyst who is primarily responsible for analyzing requests for information technology hardware and software, making recommendations to users, soliciting bids from potential vendors, preparing purchase orders, soliciting small purchases, researching and evaluating new hardware/software, assisting agency personnel in new technologies, resolving accounting and shipping discrepancies and maintaining the product and vendor database.

The incumbent has daily contact with computer users and technical staff throughout the Department. The incumbent also has frequent contact with hardware and software vendors.

The incumbent has considerable latitude in accomplishing responsibilities. Incumbent is constrained by departmental policies and procedures as well as CMS policies and guidelines and state statutes. Matters of an unusual nature are referred to the Procurement and Contracts Manager.

The effectiveness of this position can be measured by the incumbent's ability to procure IT hardware/software that meets the needs of the Department while adhering to stringent procurement rules and regulations.

Principal Accountabilities

1. Provides complex IT hardware/software requests and ensuring compatibility with existing environment.
2. Tracks all required procurement documents through the Department of CMS. Ensures conformance with software licensing agreements.
3. Maintains IT hardware and software standards throughout the Department.
4. Prepares and publishes IFB/RFP's for procurements over \$50,400 on the Procurement Bulletin.
5. Creates IT Project Charter for new initiatives.
6. Processes all IT requests over \$5000 in CMS Remedy PBC System.
7. Provides all procurement codes, rules, and regulations for both the Department and CMS.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as required or assigned.